

Kevin Robert Minor, LCSW 29596 State of Ca, Temp. CSWA A4270 State of Oregon



2/1/2016

Objective

To continue my work and further my experience in the social service field as well as to maintain my strong commitment to serving the needs of disadvantaged youth and adults, including homeless, emancipated youth and special-needs populations. I am currently a licensed Clinical Social Worker in the state of California and will be taking my Association Social Work Board Clinical Exam on March 4th 2016 that if passed will provide me with my LCSW in the state of Oregon.

Experience

APS Healthcare: Supervisor, Clinical

July 2014- Present

Glendale, CA

- Coordinates Health Risk Assessment (HRA) services for members as prescribed by the Health Plan's policy, CMS/State guidelines, and member's eligibility. Supervises 10-15 staff on performance
- Oversees and supervises Care Plan Options Team, a 6 person team in charge of providing face to face and telephonic case management for members who are high need and at risk of needing a high level of care due to health issues or lack of resources.
- Monitors staff productivity and implement the performance management process, as appropriate.
- Monitors timely HRA completion activities by reviewing daily and weekly staff productivity reports/dashboards, adjusting staffing and work assignments as needed to maintain productivity standards.
- Assists in implementation of operational changes in order to improve efficiency of processes and meet the Health Plan's strategic goals.
- Serves as a clinical resource to the HRA Assessors.
- Resolve complaints in a positive manner with tact and diplomacy within established time frames.
- Continuously monitors contract compliance of Health Risk Assessment services and adjusts work plan, if needed.
- Maintains awareness of state and federal legislation effecting HRA services.
- Ensures HRA staff complies with Health Plan, State, and CMS policies and procedures.
- Assists with orientation and training of new HRA Assessors.
- Counsels HRA Assessor staff, when needed.
- Functions as a facilitator with regard to workplace departmental issues.

Homes for Life Foundation: Program Manager- Athena transitional age youth program

September 2011-July 2014

Los Angeles, CA

- Supervised all program staff (8 staff total) and daily program operations, including providing support and weekly check-in meetings with each staff individually to discuss professional development and client issues.
- Provided Clinical support to the 18 total clients in the program who are between the ages of 18-21 and have had interactions with the foster care, juvenile probation and the department of mental health.

- Assisted with recruiting and hiring of staff.
- Monitored performance of program staff in accordance with HFLF, Department of Mental Health (DMH) and HUD standards, including monthly note audits of charts and attendance to meetings to stay updated on all related policies and procedures.
- Screened and selected potential residents including conducting client interviews and researching client's past history.
- Monitored and tracked Medi-Cal and Supportive Housing Program (SHP) records, discharge records, and discharge planning.
- Assisted the staff in crisis management and community relations in order to ensure the safety of the clients as well as increase the positive relationship the program has with the community.
- Coordinated one-on-one with residents to develop meaningful, goal-directed, individualized program plans, assisting residents with developing a sense of responsibility and skills to ensure successful transition into permanent housing.
- Oversaw random drug testing of residents and ensured that the appropriate follow-through was conducted regarding a positive test, including documentation and proper clinical interventions.
- Effectively collaborated with LA county social service agencies in order to access resources for the betterment of the program.
- Worked with Department of Child and Family Services of LA County as well as other agencies associated with the transitional age youth population in order to obtain housing for potential residents.
- Coordinated development of on and off-site support programs and activities including individual therapies, group meetings, community volunteer and vocational opportunities to improve residents' life skills and overall emotional wellbeing.
- Supervised graduate level social workers and co-facilitated their internship experiences at the agency.

Homes for Life Foundation: Full-time Support Service Coordinator at Denker House Licensed Board and Care Facility and Palms Court Assisted Living Apartment

April 2010- August 2011

Los Angeles, CA

- Created individual programs and client-driven service plans
- Case managed a group of 12-24 clients who had been diagnosed with severe mental health issues
- Provided group and one-on-one counseling sessions
- Produced all documentation in a timely manner and in accordance with agency grants as well as California Department of Mental Health guidelines
- Worked with clients and their families to create a healthy support system to help clients become independent
- Conducted biopsychosocial assessments for clients as well as developed service plans to meet clients' goals and needs
- Developed and taught therapeutic and job/life skills groups to help clients better themselves and overcome the barriers of their mental health issues
- Collaborated with other social service agencies in the Los Angeles community to meet the needs of the clients
- Constructed and completed Licensed Board and Care Treatment Plans
- Supervised graduate level social workers and co-facilitated their internship experiences at the agency
- Assisted in the collaboration and assessment of client's mental health symptoms, diagnosis, and medication regimen with the client's primary psychiatrist

Homes for Life Foundation: Full-time Support Service Coordinator at Van Nuys Assisted Living Apartments,

October 2009- April 2010

Los Angeles, CA

- Created individual programs and client-driven service plans
- Case managed a group of 12-24 clients who had been diagnosed with severe mental health issues

- Provided group and one-on-one counseling sessions
- Produced all documentation in a timely manner and in accordance with agency grants
- Worked with clients and their families to create a healthy support system to help clients become independent
- Conducted biopsychosocial assessments for clients as well as developed service plans to meet clients' goals and needs
- Developed and taught therapeutic and job/life skills groups to help clients better themselves and overcome the barriers of their mental health issues
- Collaborated with other social service agencies in the Los Angeles community to meet the needs of the clients

Linfield College Counseling Center, Second Year Graduate School Intern,

January 2008-Januray 2009

McMinnville, OR

- Carried a case load on average of nine students per week who sought counseling for various mental health needs
- Was an adjunct professor for college level classes that focused on sexual assault awareness as well as drug and alcohol risk and reduction on college campuses
- Conducted drug and alcohol assessments for students who had violated the substance abuse policy at Linfield as well as provided counseling specific for drug and alcohol issues
- Created and co-facilitated a men's group that focused on healthy relationships and issues facing the male population on the campus of Linfield college
- Co-facilitated the prevention programming and leadership education group that focused on risk reduction of substance abuse among student athletes
- Was a member of the Yamhill County Suicide Prevention Coalition and focused on a suicide response protocol at Linfield College

Recreational Program Coordinator and Inclusion Specialist for 9-15 year-old youth,

January 2002-August 2009

City of Eugene, Oregon Recreational Services

- Supervised staff
- Provided and implemented team building games and activities
- Provided various outdoor destination experiences for the campers
- Worked one-on-one with youth who either had cognitive and physical disabilities or behavior problems
- Worked in an after school recreational program with youth ages 6-15
- Created and implemented after school activities for youth

Emergence Addiction and Behavioral Therapies, First Year Graduate School Intern

January 2007-January 2008

Eugene, Oregon

- Completed client intakes, treatment plans and services notes
- Managed a case load of four clients, which included bi-weekly one-on-one counseling sessions as well as family sessions
- Co-facilitated a group for mandated clients with drug and alcohol issues two nights week using various therapeutic techniques including Motivational Interviewing
- Received extensive training regarding the Motivational Interviewing Technique as well as implemented the technique in my client interaction
- Referred clients to community resources and contributed in interagency collaboration regarding clients who were referred by other social services agencies.

Lane County Dept. of Youth Services Head Vocational/Transition Worker,

January 2004- September 2008

Martin Luther King, Jr. Educational Center, Eugene, Oregon

- Continued inter-agency collaboration with Lane County Workforce Partnership, which allowed me to access resources for clients outside of the agency
- Interviewed individual members to assess social and emotional capabilities
- Developed program content, organized and led activities planned to enhance social development of individual members and accomplishment of group goals
- Wrote, designed and produced job skills curriculum
- Trained and managed 20-30 (ages 16-23) youth and achieved significant improvements in their productivity and job skill application
- Selected programs appropriate to particular group goals, level of development, needs, capacities and interests of group members
- Referred youth, when indicated, to community resources
- Taught Reconnecting Youth, a school-based curriculum geared toward improving youth's school attendance and emotional mood monitoring along with decreasing drug and alcohol use. Also taught groups specific for adolescents who commit sexual offenses

Education

Certified License Clinical Social Worker by California Board of Behavioral Science May 2013- Present

Certified Temporary Clinical Social Worker Associate Board of Licensed Social Workers State of OR. Jan 2016- Present

Portland State School of Social Work, Portland, OR

January 2007- January 2009

Master in Social Work - focus on direct human service

GPA: 3.94

University of Oregon, Eugene, Oregon

September 2002- December 2006

B.A. in Education

Major in Family and Human Services

Minor in Special Education

Area of concentration - Juvenile Justice

Senior project: developed and implemented a cognitive restructuring group for adolescents who commit sexual offenses

Accumulative GPA: 4.02

Awards and Additional Training

- Northwest Family and Human Services Senior Student of The Year 2006
- Certificate of Appreciation from Lane County Department of Youth Services Year 2006
- Trained and certified to administer the ERASOR Risk Assessment (used to evaluate the risk of re-offending among adolescents who commit sexual offenses)
- Over 30 hours of training from the Oregon Adolescent Sex Offender Treatment Network
- Trained in probation officer risk reduction techniques and in lock down detention setting suicide prevention techniques
- Trained to operate Los Angeles Homeless Services Authority HMIS documentation system
- Volunteer at Ask Mentoring Inc. as a prison mentor for male inmates located at CIM prison in Chino Hills, CA
- Trained to successfully administer and correctly rate a client's Milestone of Recovery Scale.
- First Aid Trained and Certified
- Trained to use Welligent electronic health records.
- Extensive Mental health training including diagnosis and working with combative and violent clients.

References:

Available on request